

- 1) Power of Attorney must be attached to the back of the form. Must be the original form. No copies. The insurance or surety company that issues the bond attaches this.
- 2) Name of principal on bond, should read exactly as the name on the business license to avoid any problems getting permits.
(This does not apply to homeowners)
- 3) Signed by company owner / officer / or homeowner (when applicable).***
- 4) Original filed with this office BEFORE permits may be purchased.
- 5) Bond number assigned. No temporary or binder numbers will be accepted. If these are issued, all inspections & the Certificate of Occupancy may be held until the permanent bond number is received.
- 6) Fax copies of the bond will only be accepted if the contractor is out of state. All inspections will be held until the original bond is received via the mail.